NOAA CIO Council Meeting
Minutes of Meeting
April 4, 2002 - 10:00 A.M

Attendees:

John Villemarette (Chair)	Becky Vasary
Nancy Huang	Fred Walton
Hugh Johnson	Ira Grossman
Charles MacFarland	Don Hultzer
Carl Staton	Dave McClure
Larry Tyminski	Christine McNerney
Lillian Barnes	Lara Petze
Gary Falk	Natalie D.B. Smith
Robert Kidwell	

Action Items:

1. April 5, 2002: The CIOs will provide to Robert Kidwell by COB April 5, 2002, a list of IT initiatives being proposed for inclusion in the FY 04 budget.

2. April 17, 2002: NITRB will meet to review the April 5 list of FY 04 IT budget initiatives. The is the first stage of the IT review process that includes the CITRB. Results of the review will be presented to NOAA management.

3. April 17, 2002: Lara Petze will email the CIO Council members a draft SOW for contractor support to develop alternative designs for implementing an Active Directory in NOAA.

Handouts:

Commerce Information Technology Review Board (CITRB) Evaluation Sheet
NOAA IT Strategic Plan Management Issues Sheet
Spam Screening for @noaa.gov Approach request sheet for NOAA CIO Council

Discussion:

1. Introductory Remarks by John Villemarette.

Bill Turnbull is at the NPR today and will not be able to attend the meeting.

2. NITRB Schedule - Robert Kidwell

Bob summarized the last CITRB meeting where NWS briefed on AWIPS. The CITRB members had a package which included a copy of the AWIPS briefing slides and the latest Exhibit 300 (Jan. 18, 2002) for AWIPS. During the briefing the slides were checked for consistency with the Exhibit 300 document. There were some inconsistencies. Bob noted that in any future IT major system briefing before the CITRB, we should make sure that there is no discrepancy with the Exhibit 300.

Bob stated that Bill Turnbull wants to develop a schedule for the NITRB to review proposed FY 04 IT budget initiatives. The free dates that are on Bill's calendar are April 9, 10, 17. The NITRB was scheduled for April 17. The meeting will last the whole day.

There was much discussion on what IT initiatives will be submitted and each LO was polled. OAR listed the Climate Computing Initiative being developed by Bruce Ross. Because there is still uncertainty, each CIO will email to Bob by COB April 5, the list of FY 2004 IT Initiatives being proposed by their LO.

2. 515 Data Quality Implementation - Robert Kidwell

Tom visited   Scot Rayder to impress on him the importance of 515. Scot chaired a meeting last Friday, March 29, 2002 as a formal kick-off and he helped ensure that the right people from NOAA's programs attended.   It was decided that 515 appeals would be handled within the LOs with the Deputy Assistant Administrator as the final authority. DOC will meet its May 1 due date by publishing in the Federal Register a plan describing how DOC is dealing with this requirement.

Bob said that he has recommended that the WebCIMS system, a control correspondence system used by DOC and being installed in NOAA, be for tracking complaints. Using this system should make the annual reporting processing easy.

3. Active Directory Update - Lara Petze

Lara discussed the information in the handout that described the efforts of the Active Directory Working Group (ADWG). The central issue is whether there should be a NOAA-wide implementation. Hugh asked whether this means campus only or does it include field offices

Ira asked " How does this fit into the NOAA-wide Architecture. What is the cost of the work group? What benefits are there to an organization that does not use Microsoft software? We do not know the cost and limitations. There was much discussion on: What are the alternatives?; What do we as LO's want to share that makes an Active Directory necessary? ; Do we need a NOAA-Wide implementation or Line Office Implementation? ; Is there another agency that is using an Active Directory?; There is a general lack of leadership in areas such as this, some within NOAA have already made choices? Who is being asked to fund the design study?

Lara stated that is why the Active Directory Working group is recommending that a consultant be brought in for six weeks to do a design study which presents three or four alternatives and recommends a way to cope with Active Directory. The LO's are asked to contribute funding for the contract cost of about $39,000 ($6,500 per week).

John polled the LO's asking who is will be able to contribute what dollars:
1. OAR - Cannot ask for any more money right now.
2. NOS - Yes
3. NMFS - Yes
4. NWS - Yes
5. NESDIS - Yes
6. OFA - Yes
7. OMAO - Not present (Lara stated that Greg Bass is very interested in this project.)

Lara was asked if the ADWG would prepare a statement of work (SOW) for review by the Council at its next meeting. Lara replied the ADWG meets every other Wednesday and yes a draft SOW would be able to be prepared for review by April 17.

4. Strategic Plan - Robert Kidwell

Bob passed out a handout NOAA IT Strategic Plan Management Issues. NOAA will be submitting its IT Strategic Plan in June after the NOAA Budget is submitted to DOC so that information about IT Budget Initiatives can be included.

Bob asked if there should be any additional cross-cutting NOAA-wide goals than what was listed on the handout. The other suggestions were: Active Directory, Administrative Systems, High Performance Computing, Remote Access and IT Acquisition Streamlining. We were reminded that each goal must have good performance measurements attached to it.

5. Status of Data Call - Dave McClure

Dave reported that the data call from the DOC CIO asked for an updated inventory of NOAA web-servers and web-sites indicating whether the sites are in compliance with DOC policies. Anticipating future requests for security information, the DOC CIO requested more detailed information on the physical location of servers, who were working on them and which security

plan covers the web server. Preliminary information shows that NOAA will have an increase in the number of web-servers and web-sites

Carl stated that NOAA must be prepared to explain any increase to DOC.

6. 508 Accessibility - Robert Kidwell

Bob informed the group that NOAA's Section 508 implementation is continuing. However, the NOAA Section 508 Working Group no longer needs to meet monthly. They are proposing a change to their charter to read that the Group should meet quarterly instead of monthly and are asking the Council to approve the change. The Council approved the change.

The CIOs were reminded of two items:
" Continue to have your Section 508 Coordinator be active on the Section 508 Working Group
" The CIOs will need to track acquisitions with documented exceptions to Section 508 for the next Section 508 reporting for Department of Justice biennial Section 508 Report - August 2003. The exceptions are 1) undue burden and 2) commercial non-availability.

Gary asked for an interpretation of what is determined as EIT. It was stated that the Section FAQs on the GSA Section 508 website, would be a place to go for the definition of EIT.

7. Email Spam/Quarantine - Fred Walton/Don Holtzer

Don passed out a handout - "Spam Screening for @noaa.gov." that had at the bottom a request for the NOAA CIOs for either concurrence or non-concurrence on the NOC's approach for handing scams. He expressed concerns about the privacy of e-mails (i.e. having to read other people's email to determine if there is a spam).

The discussion centered around:

Question	Answer
How many emails do you look at?	200 per day
When do you raise the spam message to the law enforcement?	The DOC procedure is to send it to the IG Office. Then the IG will send it to the Law enforcement. Child pornography emails automatically goes to law enforcement. The Nigeria spam was reported to the IG.
The issue of e-mail and privacy.	There is no issue of privacy on email.

Fred informed us that his staff does not have the resources to handle the workload for handling the scams. The Council concurred with the approach that is currently being used for spam screening.

8. I-TIPS Update - Robert Kidwell

The Department will be using I-TIPS for the FY 2002 Budget Process to produce the OMB Exhibits 300 and 53. OMB will be providing A-11 training on April 10 and 11.

To establish a baseline for I-TIPS, the FY 2003 IT data (Exhibit 300s and Exhibit 53 information) is now being entered into the DOC I-TIPS data base. Rick Roberts and Natalie D.B. Smith will be entering NOAA's data into I-TIPS for the FY 2004 IT Budget initiatives and major systems. Rob has asked that his staff be able to input the data for their Exhibit 300s. Steve Turpack and Mike Hill from the Department have given Rob an I-TIPS training session. Have not talked with Rob to get his evaluation. I-TIPS is a joint Federal agency project costing $85K per year. There are now 16 Federal agencies participating in this program.

Carl asked about the status of a response to Rob Mairs's question about a web interface to I-TIPS. The Department is represented on the I-TIPS change committee and improvements are being requested.

RGII gave a presentation to Tom on their Monument System, a budget system. The NOAA Budget Office is implementing a module. The system is currently unable to generate an OMB Exhibit 300 and is not currently a candidate to replace I-TIPS.

10. New Items:

10.a IT Security - Rebecca Vasary

April 23 and 24, 2002 : The Critical Infrastructure Assurance Office (CIAO) will be meeting with DOC Operating Units to review IT Systems and select IT critical systems. NOAA's meeting with the CIAO is on April 24.

July 2002: The DOC IT Security Office will be preforming a compliance review on our IT security program.

10.b. E-Learning - Robert Kidwell

April 19, 2002: The system will be ready for testing.

April 9,2002 - An E-Learning reception from 5:30 - 7:30 pm. is being sponsored by the LMS contractor as part of the E-Learning Conference. Let Bob know if you would like to attend.